

PART 409 - SUBPART B

PREPARATION OF PERFORMANCE APPRAISAL WORKSHEET

WV409.14(a)

WV409.14 Documentation of performance elements and standards.

(a) The State Conservationist, Area Conservationists, and individuals who supervise three or more employees must have a separate performance element included on the Performance Appraisal Worksheet addressing supervision.

Where there is a significant opportunity for Equal Employment Opportunity (EEO) responsibilities, EEO should be rated as a separate performance element. In other offices, this item should be included in another element such as 'Management of Field Office Operations'. Exhibit WV409.49 of Subpart E contains an example of a performance element and three levels of performance standards for EEO and Affirmative Action Programs.

Where warranted, safety and health responsibilities will be listed as a separate performance element (ex., area and state safety officers, etc.).

Training responsibilities are considered a part of a training leader's workload and are to be included in his/her performance standards and rated as a separate performance element on the performance appraisal.

The employee's supervisor is to determine if EEO, safety and health, and training responsibilities should be separate performance elements.

WV409-4(1)